



Log In to OTCnet Offline for the First Time

To log in OTCnet Offline for the first time:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your computer's desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.



Application Tip

If you cannot locate the icon in either of these locations, contact your **Check Capture Administrator (CCA)**.



Application Tip

If a computer has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time. This will cause errors.



Application Tip

If the Offline server has not been previously started, you will need to enter your User ID and password to start up the Offline server. Refer to the Start up the OTCnet Offline Server printable job aid for more details.

2. Enter your **User ID** and temporary **Password** in the appropriate text boxes, and click **Log In**. The *Set Permanent Password* page appears.



Application Tip

If you are a **Check Capture Administrator** and this is the first time logging into OTCnet Offline or you need to download user profiles, click the **Retrieve Admin Profile** link.

3. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password**.



Application Tip

Password Criteria:

- Must be at least 12 characters long
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

4. Click **Save**. A *Confirmation* page appears stating your new password has been set.



Application Tip

After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new password.



Application Tip

To stop the OTCnet Offline application, click **Start Menu>Programs> OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**.

Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. After stopping OTCnet Offline, wait at least two minutes before restarting to ensure that OTCnet Offline was shut down completely.